Pay it Forward Assistance Fund Application

The Program: The Mills Properties Pay it Forward Assistance Fund helps team members who are experiencing financial hardship due to a nationally declared disaster or other extreme situation by making grants to help cover basic living needs. Other team members and your employer make these grants possible.

Eligibility: You or your surviving eligible family members, as defined by company handbook, are eligible to apply if you meet all the following conditions:

- You are a full time, part time, or hourly team member.
- You have been employed by the company for six months.
- You have experienced financial hardship due to a qualifying documented event that happened within the past 90 days. A qualifying documented event is:
  - A federally declared natural disaster (flood, earthquake, wildfire, tornado, etc.) that has affected your primary residence.
  - A serious illness or injury (team member or eligible family member) that affects your ability to pay for basic living expenses.
  - A death (team member or eligible family members, as defined by the company's bereavement policy) when loss of income, funeral expenses, or medical expenses not covered by insurance affect your ability to cover basic living expenses.
  - Catastrophic or extreme circumstances (fire, robbery, assault, domestic abuse) that affect your ability to cover basic living expenses.

Grants: To ensure we can provide assistance to as many Mills Properties employees as possible, grant support is limited to up to $1,000 annually per employee, with a career lifetime maximum of $1,500.

Each application must be for a separate, documented, and unique qualifying event.

Grant checks from the St. Louis Community Foundation will be sent directly to a vendor to cover eligible expenses from a current bill or invoice. No distributions will be made directly to team members.

Application: To be considered for grant support, complete all four pages of the application. Print your name at top of each page. Attach current bills, invoices, and supporting documentation.

You will be notified of the status of your application at the email or address you provide below, generally within 10 business days of receipt.

SECTION 1: INFORMATION ABOUT YOU

Team Member Name (print clearly):			
Permanent Home Address:			
City:		State:	Zip:
Daytime phone:	Other phone:	Email you check regularly:	
		Have you applied to this program before? ☐ Yes ☐ No	
Hire Date:	Job Title:		Team Member ID#:

Team Member Name, printed clearly: _____

SECTION 2: DESCRIBE YOUR SITUATION

Which qualifying incident caused your current financial hardship?

☐**Natural Disaster** **Serious Illness or Injury** ☐**Death in Family** **Catastrophic or Extreme Circumstances**

Detail of incident: Date of incident:

(tornado, flood, type of illness or surgery, deceased's name & relationship, name of circumstance, etc.) (must be within 90 days of application)

Was the incident covered by insurance? ☐Yes ☐No

If yes, is your application today being submitted after insurance coverage has been applied? ☐Yes ☐No If no, why not?

Describe what happened that caused your financial hardship:

Please tell us anything else you feel would help us understand the hardship you and your family are experiencing as a result of this incident:

Have social service agency resources been requested or used? If you have already received services, please tell us which organization(s), how they were able to help, and include details of monetary or other support:

Your church, the American Red Cross, Salvation Army, FEMA, and other local agencies may also be able to help.

Team members may also access confidential support through Mills Properties Employee Assistance Program (EPA); see the attached flyer for details.

Team Member Name, printed clearly: _____

SECTION 3: SPECIFIC REQUEST

Grants are paid to vendors in response to an unpaid bill or invoice for eligible, basic expenses. Examples of eligible expenses:

- rent, mortgage or other housing payments
- temporary housing and security deposits for new housing
- utility bills (electricity, heating, water, etc.)
- medical expenses not covered by insurance
- home repairs necessary to restore or maintain safety
- funeral expenses for immediate family, as defined by company bereavement policy
- car repairs
- furniture, appliances, electronics (only after fire, flood or natural disaster)
- cleaning services (only after fire, flood, or natural disaster)

The Program **cannot** make grants for the following:

- reimbursements to team member or other individual
- legal fees
- credit card debt
- car payments
- insurance premiums
- phone or internet services
- grave markers
- collection agency requests
- student loans or expenses
- home repairs due to negligence or neglect

Grant Payment: If an application is approved, payment(s) to the vendor(s) will be made by check and will include your account number, if applicable, and a copy of the bill or invoice provided with the application. In general, the minimum vendor payment is $250; the annual maximum is $1,000.

Grant Documentation: Please list the bills you need assistance with, ***listing the most important ones first***. If you are requesting payments to more than three vendors, attach a page with identical information provided. Please include the following:

- Bill, invoice, lease, mortgage coupon, statement of amount due.
- A published obituary or death certificate is required for expenses relating to a death that are not included on an invoice from a mortuary.
- Fire, police, or other official reports are required for applications resulting from catastrophic events.

Vendor Name	
Vendor Mailing Address, City	
State, Zip State:	Invoice/Bill due date:
Your account number	Payment amount:

Vendor Name	
Vendor Mailing Address	
State, Zip State:	Invoice/Bill due date:
Your account number	Payment amount:

Vendor Name	
Vendor Mailing Address	
State, Zip State:	Invoice/Bill due date:
Your account number	Payment amount:

Team Member Name, printed clearly: _____

SECTION 4: THE FINE PRINT

This charitable program was established in 2020 by Mills Properties to receive gifts from team members, the company, and others who believe in the power of community members helping each other. The program is a charitable entity because of the company's partnership with the St. Louis Community Foundation, a 501(c)3 public charity whose mission is to help organizations, families and businesses put their charitable dollars to work in the community. The program is controlled and administered by the Community Foundation for the support of eligible team members who apply for support. Though Mills Properties and its leaders initiated the fund and advise the Community Foundation, all decisions are determined by the Community Foundation.

An application does not guarantee grant support. If awarded, the grant support you receive is not considered a team member benefit. Applications are assessed without regard to your work evaluation or position within the company and will not impact your employment in any way.

This application will be confidential between you and the Community Foundation.

Your signature below signifies that you understand the paragraphs above, that only one application for support can be filed in a calendar year, that the minimum vendor payment is $250, that the annual maximum that you can request is $1,000, that support may be below this amount, and that the career lifetime maximum is $1,500.

Your signature below also certifies that the information you provided is true and complete, releases the St. Louis Community Foundation and Mills Properties from any liability associated with the denial of or funding of this application, and authorizes the Community Foundation to verify information provided in connection with processing this application.

Signature: _____ Date: _____

Before you submit, complete the Application Checklist for your own peace of mind:

- ☐ I read the requirements and I feel that I qualify
- ☐ I emailed payitforward@stlgives.org or called 314-880-4957 with any questions I had
- ☐ I completed Sections 1, 2 and 3 with all the details requested
- ☐ I am enclosing current required documentation for each vendor listed in Section 3
- ☐ I included documentation of the incident, such as an obituary, police, fire, or medical report
- ☐ I read Section 4 thoroughly, and signed and dated my application
- ☐ I am keeping a copy of my application for my files
- ☐ I am emailing or mailing my entire application and supporting documentation to payitforward@stlgives.org

The **Pay it Forward Assistance Fund,** a component fund of the St. Louis Community Foundation, a 501(c)(3) public charity, does not discriminate on the basis of race, religion, creed, national origin, gender, age, color, sexual orientation, veteran status, physical or mental disability. The St. Louis Community Foundation is solely responsible for all decisions regarding charitable distributions from the fund.

Send your completed, signed application with supporting documentation to payitforward@stlgives.org or mail to:

Pay it Forward Assistance Fund
#2 Oak Knoll Park
St. Louis, MO 63105

More Than Counseling

Explore Support for All Life's Moments

We're here to support every part of your journey. Explore our full range of life services designed to help you thrive, from practical guidance to personal growth.



Dietitians – Nutrition guidance for weight, condition management, and athletes
Health Coaches – Lifestyle, healthcare navigation, and overall wellbeing
Personal Trainers – Overcoming fitness challenges and nutrition guidance
Fitness Coaches – Customized exercise programs and goal setting
Tobacco Cessation Coaches – Behavioral support for quitting nicotine products
Life Coaches – Guidance on goals, decisions, and life transitions
Wellbeing Coaches – Holistic physical and mental health support
Parenting Specialists – Assistance with discipline, sleep, and milestones
Child Development Experts – Support for behavior, speech, and sensory needs

Educational Consultants – IEP processes and special/gifted education
Financial Planners – Personal finance and budgeting advice
Professional Organizers – Home, office, and digital organization
Attorneys – Consultations on family, real estate, and legal matters
Senior Care Experts – Guidance for elder family care coordination
Career Coaches – Resume building, skills, and networking prep
Retirement Coaches – Non-financial aspects of retirement planning
Sleep Coaches – Healthy sleep habits and lifestyle adjustments

PAS
Personal Assistance Services

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